



Town of Bluffton
Request for Proposals
Drainage/Ditch Maintenance
RFP 2011-05

The Town of Bluffton is soliciting proposals from qualified contractors to perform drainage ditch maintenance including the removal and disposal of obstructions from the existing drainage and ditch systems within the town.

A pre-proposal meeting will be held on Thursday, August, 5 2010 at 10 AM at Town Hall, 20 Bridge Street, Bluffton, SC 29910. Offerors will be provided a tour of the projects at that time.

Sealed proposals will be received at Town Hall, 20 Bridge St., Bluffton, South Carolina, 29910 on Monday August 16, 2010 at 9:30 AM. Sealed proposals should clearly be marked RFP 2011-05 Drainage/Ditch Maintenance.

Questions should be addressed to Tammy Malone at 843-706-4534, via fax at 843-757-6720 *or* emailed to tmalone@townofbluffton.com. All questions and answers will be posted on the town website.

Scope of Work / Requirements

1. This phase includes 4 projects:
 - A. Bruin Road. south – north loop - approximately 1400 linear ft
 - B. Recycle center: east-west & south / culvert repair – approximately 1600 linear ft
 - C. Persimmon. east-west & south – approximately 1233 linear feet
 - D. Persimmon power line: north to Pennington – approximately 1800 linear feet
2. Ditch maintenance shall be primarily using hand methods; however, use of a mini excavator) low ground pressure type) is allowable. Use of larger equipment for specific work shall require approval by the Town's project manager.
3. Removed sediment shall be properly disposed.
4. No tree greater than 4" in diameter shall be removed without express permission from Town of Bluffton project manager.

5. Woods, trees, bushes, accumulated sediment, and other debris shall be removed from existing ditches to provide unobstructed flow of water and properly disposed of.
6. In addition to cleaning the existing ditch section, clear five (5) feet on one side of ditch to allow for future maintenance access where feasible.
7. All disturbed areas shall be seeded per requirements of the "SC DHEC OCRM BMP Field Manual" immediately after completion of maintenance work.

Special Conditions

Special Care shall be taken to avoid sedimentation and erosion problems during the operation. Erosion and sediment prevention methods shall be based upon the "SC DHEC OCRM BMP Field Manual".

Proof of general liability, auto and worker's compensation insurances, and Town of Bluffton business license will be required.

Pre-Construction Site Inspection

It is the responsibility of each bidder to visit and examine the work sites to familiarize themselves with the existing conditions and consider such conditions in the preparation of submittal.

An on-site meeting will be conducted with Town Staff prior to commencement of work.

Proposal Submittals:

By submitting a proposal, the offeror acknowledges an understanding and familiarity with the site and the conditions under which work will be done. Failure to comply with this requirement will not relieve contractor from the responsibility to complete the work as described in this proposal.

Proposals shall include a completed Bid Form (attachment 1) including the cost, scheduled duration and equipment expectations. The quoted price must include the cost of all labor, materials, specialty supplies and equipment that will be necessary to complete the project.

Offerors are requested to include rates for supplemental services (labor & equipment) in the event extra work is requested.

Insurance certificate.

Town of Bluffton business license.

Minimum of two references for work performed past 24 months.

Selection Criteria:

Cost

Schedule

Local Content

References

Understanding scope of work as indicated by crew size, proposed equipment and duration

Scheduling, Inspections, and Payment

The successful offeror shall be required to have their equipment and operator at the work site, ready to commence work within fourteen (14) days of receipt of the written authorization to proceed and completion of a preconstruction walk through.

All work to be done must be coordinated through the Town of Bluffton. Upon completion of each project, the successful bidder shall contact the project manager to set up inspection and approval.

Payment for all work to be done shall be made within thirty (30) days after inspection and approval has been made.

TOWN OF BLUFFTON RIGHTS

Proposals must be signed by an official of the company authorized to bind the offeror, and it shall contain a statement that the proposed price is good for a period of at least sixty (60) days from the submittal date.

The Town reserves the right to refuse any and all proposals and to waive any technicalities and formalities. The Town reserves the right to negotiate with all qualified offerors. The Town may cancel this solicitation in part or in its entirety if it is in the Town's best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your proposals, or to procure or contract for any articles of goods or services.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods or services.

Attachment1. 2011-05 Bid Form